



## Monthly Expense Worksheet

Month: \_\_\_\_\_ Program Year: \_\_\_\_\_

Using Time Distribution Reports, receipts, and invoices, outline program expenditures from the claiming month. Please reference your approved budget when determining which expenses to report. For assistance or additional guidance, please contact your assigned Health and Nutrition Services Specialist.

### Administrative Labor: Salaries/Benefits

Administrative Labor: Overseeing program compliance via planning, organizing, and managing the CACFP. Common positions that conduct administrative tasks include Owners, Directors, and Monitors. Administrative Labor Expenses

Administrative Labor Expenses					Benefits*	
					Complete if you attribute a portion of employee benefits to the CACFP as outlined in your approved budget.	
A	B	C	D	E	F	
Employee Name	Position	Total Administrative Hours Worked during Claiming Month As supported by complete Time Distribution Reports.	Hourly Wage	Gross Pay (Column B x C)	% of Time Spent on Administrative Tasks  B ÷ Total Monthly Hours	CACFP Portion of Benefits  E X Total benefits Paid to Employee

Total Salaries: \_\_\_\_\_ Total Benefits: \_\_\_\_\_

### Operational Labor: Salaries/Benefits

Operational Labor: Direct contribution to the meal service via preparation and service of meals to participants. Common positions that conduct operational tasks include Teachers, Cooks, and Kitchen Assistants.

Operational Labor Expenses					Benefits*	
					Complete if you attribute a portion of employee benefits to the CACFP as outlined in your approved budget.	
A	B	C	D	E	F	
Employee Name	Position	Total Administrative Hours Worked during Claiming Month As supported by complete Time Distribution Reports.	Hourly Wage	Gross Pay (Column B x C)	% of Time Spent on Administrative Tasks  B ÷ Total Monthly Hours	CACFP Portion of Benefits  E X Total benefits Paid to Employee

Total Salaries: \_\_\_\_\_ Total Benefits: \_\_\_\_\_

\*Benefits include paid vacation, military leave, health and retirement benefits, disability, and life insurance.

**Administrative Facility Expenses**

Facility Costs- Administrative: % of Expenses Attributed to CACFP from Approved Budget: \_\_\_\_\_

Allowable Administrative Expenses	
Rent/Mortgage	Office Area
Contracted Services	Storage Facility, Computer Maintenance
Communications	Phone, Internet
Other Costs	Computer, Copy Machine, Office Supplies for the CACFP i.e. Paper, Pens, Printer Inc, etc.

A	B	C	D
<b>Service</b>	<b>Billed Amount</b> As supported by receipts and invoices.	<b>Administrative % of Expenses</b> <b>Attributed to CACFP from</b> <b>Approved Budget</b>	<b>Total</b> (Column B X C)
Rent or Mortgage			
Contracted Services			
Communications (Phone + Internet)			
Other Costs			

**Operational Facility Expenses**

Facility Costs- Operational: % of Expenses Attributed to CACFP from Approved Budget: \_\_\_\_\_

Allowable Operational Expenses	
Rent/Mortgage	Kitchen, Service Areas
Contracted Services	Pest Control, Kitchen Appliance Repair
Utilities	Water, Electricity, Gas
Other Costs	Kitchen Appliances, Mileage to Stores for Food Purchasing (as supported by mileage logs)

A	B	C	D
<b>Service</b>	<b>Billed Amount</b> As supported by receipts and invoices.	<b>Operational % of Expenses</b> <b>Attributed to CACFP from</b> <b>Approved Budget</b>	<b>Total</b> (Column B X C)
Rent or Mortgage			
Contracted Services			
<b>Total Utilities</b> (Water + Electricity + Gas)			
Other Costs			